

Race and Social Justice Work Plan

For the Period January 1 to December 31, 2011

Department:
ARTS

Director:
RSJI Work Plan Lead:
Change Team Lead:

Vincent Kitch
ARTS RSJI Change Team
Kathy Hsieh

Date of Update: July 31, 2011

Desired Outcome(s)	Key Action(s)	Measure(s), Target(s) and Lead Staff	Due Date(s) Month/Year	Action(s) Completed?	Result(s)
Goal 1: End racial disparities within the City as an organization					
Workforce equity <ul style="list-style-type: none"> The City's workforce diversity reflects the diversity of Seattle's working age population Opportunities for upward mobility for workers in low wage occupations are increased 	Participate in a City-wide youth career fair to showcase career opportunities working with the City.	Identify a coordinator/contact and support a career opportunity event.		Complete	We created three internship positions for college students in areas of community outreach, artwork conservation and event support and hired a high school SYEP student to provide tangible opportunities for youth to work in the City.
				In-Process	A staff person has stepped up to create a proposal for outreach to and an internship program for students of color to learn more about arts administration career opportunities with the goal of implementing the program in 2012.
Contracting equity <ul style="list-style-type: none"> City increases WMBE contracting. 	Executive Order 2010-05 Implementation: Improve internal processes to help City employees make better contracting and purchasing decisions with respect to the City's contracting equity goals. Ensure equitable access by WMBE firms to	<ul style="list-style-type: none"> Use a WMBE vendor for all catering opportunities. 		On-going	Purchasing – we already use B contracts (as required by purchasing) almost exclusively for all discretionary spending. Most purchasing for other items is for specialized items (i.e., Public Art) with few vendor possibilities. To date in 2011 we have 100% use of WMBE vendors for all catering opportunities.

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employees have a greater understanding of the scope and depth of the Initiative.		employees, including interns and TES who will be with the City longer than 3 months, receive RSJI training.			
	Executive Leadership - Provide training/support to departmental directors, managers and supervisors who have not yet completed the management training series, and provide ongoing skill development opportunities for other directors, managers, supervisors, Change Teams, and Core Team.	<ul style="list-style-type: none"> Work with Change Team and SOCR to assess RSJI leadership competency levels – prioritize needs, and design and implement skill building approach 	On-going		Change team participates in RSJI Summits and mini-summits and the 2012-2014 RSJI Work Plan Development work session.
	Management Teams - Establish annual accountability agreements between director and senior management and between senior management and next level down inclusive of at least one RSJI priority.	Each staff person has a personal work plan that is established with senior management and includes at least one RSJI priority. Each Team Lead has a work plan that is established with the Director and includes at least one RSJI	Set annually		Despite Director transition for first half of year (No Director to Interim Director to New Director), each staff person does have a personal work plan that is established with senior management and goes beyond simply having at least one RSJI priority. Our performance review form highlights two over-arching expectations for every single staff person – one is about customer and community focus and the other is race and social justice efforts. Our Office expectation is that every employee considers the five central concerns in all aspects of their work and is proactive in promoting a multicultural organization, is respectful of others, applies anti-racist principles in daily work and suggests ways to improve services to insure equity, inclusion and full participation for our diverse, multicultural community.

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		priority.			
	Provide 3 RSJI Diversity of Thought Trainings/Events/Talks.	RSJI Change Team will plan 3 sessions that will inspire a high level of staff participation. (Lead-RSJI Team)	On-going		<p>Had an engaging RSJI Diversity of Thought potluck that included interactive small group chats where staff rotated so that they got a chance to talk with a variety of staff over the course of event. Staff were given six questions – each taking them into progressively deeper sharing about what each person has accomplished and been challenged by in their RSJI work. This has been our most engaging version of this annual potluck and got great feedback from staff especially in feeling they were getting to know their co-workers through an RSJI lens.</p> <p>For our all-staff retreat in November, one section will be a strategic RSJI-focused exercise.</p>

Goal 2: Strengthen the way the City provides services and engages with the community

Outreach and public engagement <ul style="list-style-type: none"> Public engagement activities are more intentionally inclusive and culturally appropriate. Communities' cultural assets and knowledge are better utilized, and participation by people of color increases. All boards and commissions reflect the 	Use the OPE Toolkit as a resource in public engagement activities to ensure coordinated and effective approaches to City engagement activities.	Outreach and public engagement lead in each department will: <ul style="list-style-type: none"> Participate in and arrange for others (as needed) to attend IOPE Train the Trainer sessions. Management and staff who plan, approve and/or conduct public engagement processes will: <ul style="list-style-type: none"> Attend IOPE Toolkit training Assure application of IOPE Toolkit 	On-going		<p>Our Office's IOPE liaison has gone through the IOPE Train the Trainer training and along with an IOPE rep from SPU will lead a training session in late September for all project managers, outreach team members and RSJI change team members within the Office. We are also inviting our counterparts in the County to attend.</p>
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diversity of Seattle's communities		to process design and implementation			
	Track, recruit and facilitate the appointment of racially diverse board members, commissioners and advisory group members	The Public Art team will compile a list of potential panelists of color to use on future 2011 panels. The goal is to compile at least 25 names that represent a variety of diverse communities. Report status as part of mid-year and year end progress reports.	Dec. 2011	Initial list complete.	The Public Art team developed an initial list of 97 potential panelists for future panels. The team will pare down the list and submit to PAAC for approval.
	Revise the existing list using OPE Toolkit and RSJ lens.	Update the Community Development and Outreach media outreach list (Lead – Comm. Team)	Dec. 2011		Researched and identified ethnic media resources including use of Seattle Ethnic Media List (part of the IOPE) at http://inweb1/neighborhoods/outreachguide/Resources.aspx?LookupId=12 .
RSJI best practices criteria <ul style="list-style-type: none"> Staff increases familiarity with a racial equity framework through practice and application of tools. A systematic 	Identify key programs or policies and evaluate using the Racial Equity Toolkit.	Report reviews underway in mid-year and year-end report	Dec. 2011		<p>Our City Artists funding program and aspects of our smART ventures (application time-frame) and Civic Partners (application rating process) funding programs were selected for evaluation using the Racial Equity Toolkit.</p> <p>Staff is working with our RSJI Liaison from SOCR to develop a strategic plan for doing an in-depth evaluation of the City Artist program using the Equity Toolkit.</p> <p>For smART ventures, after use of the Equity Toolkit, we've made the following changes: Lengthened the application time-frame for those interested in applying in order to give applicants more time and in-depth</p>

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racial equity review of City programs, policies, practices and procedures is established.					<p>technical assistance in order to submit stronger applications. We will also be creating more resources to help applicants become more successful grant writers. We will measure these changes to see what the impact of these changes are so that we can continually evolve the program for effectiveness.</p> <p>For Civic Partners, we changed the panel rating process for applications. Each applicant is now scored with a priority on those that have the greatest public impact. Changes were also made in how panelists were instructed to review applications with an even greater emphasis on the City's RSJI goals. Panel make-up was restructured so that 25% were Latino, 16.7% were African American, 16.7% were Asian American, 16.7% were Multi-racial, and 25% were European American. Age-range of panelists were 20 – 60's (including a college student and a recent college grad.)</p>
Immigrant and Refugee (I&R) Action Plan: <ul style="list-style-type: none"> Improve customer service with I&R I&R will experience improved knowledge of and access to City services and funding City will support community-based organizations 	Implement the Immigrant and Refugee Action Plan (select departmental appropriate actions) <ul style="list-style-type: none"> Improve access to services and information (includes implementation of the translation and interpretation policy) 	<ul style="list-style-type: none"> Apply RSJI Filter and Racial Equity Toolkit to programs and services to assess immigrant and refugees access to department services. Use free online resources to translate key phrases 			<p>We have continued to update our funding programs flyer in Spanish, Vietnamese and English and are in the process of creating a new brochure focusing on minimal text so that it can be more easily and consistently translated in the future. And of course, we continue to use many photographic images representing the diverse communities we serve in all of our materials.</p>

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serving I&R to assure effective service delivery		(double-checked by end-users) and use visual images to create web, internet and print materials that are more inviting and relevant to immigrant and refugee communities.			
	Present performance and/or interactive artworks in racially and economically diverse communities.	Artist Stokley Towles will present at least half of his free and open SPU/Stormwater project performances in racially and economically diverse communities.	October 2011		Venues are in process of being selected. Locations include Rainier Beach, Columbia City, Delridge and Seward Park.

Goal 3: Eliminate race-based disparities in our communities

Community race-based disparities <ul style="list-style-type: none"> Institutional barriers to racial equity within the City are identified and analyzed. City, community 	Apply best practices and Equity Toolkit to design and implement projects with high potential community impact, such as: <ul style="list-style-type: none"> Neighborhood Planning (DPD/DON) Green Job / 	- The CP Team will assess the effectiveness of two programs (smART ventures and CityArtists) using the RSJI Filter. Specifically, the team will	Dec. 2011		See section above on use of RSJI Equity Toolkit.
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<p>and public and private institutions work together to address race-based disparities that impact our communities.</p> <ul style="list-style-type: none"> Development and implementation of major City initiatives/activities are evaluated by application of RSJI Best Practices and Equity Toolkit. 	<p>Economic Stimulus funded programs (OED)</p> <ul style="list-style-type: none"> Youth and Family Initiative (Mayor's Office) Family and Education Levy (Office for Education) Food Security Initiatives (Parks) Transportation Access Planning (SDOT) Emergency Preparedness (SPD) Seattle Jobs Plan (OED) Legislative agendas preparation (OIR) 	<p>explore questions such as:</p> <ul style="list-style-type: none"> Are programs reaching artists of color or audiences of color throughout the city? What elements of the structure or process need realignment per RSJI filter results and team dialogue? How might these adjustments be incorporated with limited capacity and resources? (Lead – CP Team) 			
	<p>Increase visibility of artists of color in SMT gallery exhibits.</p>	<p>When putting together exhibitions in the SMT gallery, curator will make every effort to include diversity in the artwork chosen based on artwork created by artists of color. (Lead – Deborah Paine)</p>	On-going		<p>At our Office's <i>Seattle as Collector</i> exhibition at Seattle Art Museum, curator Deborah Paine made every effort to include artists of color. Of the 112 artworks on display, 29 (25.8%) were created by artists of color. We also continue to provide technical assistance to the City's Affinity Groups for their rotating exhibits featuring artists of color.</p>

